

Privacy Notice: 'Parents' Guide' for potential international students

The Data Controller of the information being collected is: The University of the Highlands and Islands (UHI), Old Perth Road, Inverness IV2 3JH. Phone: 01463 255000

For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer at dataprotectionofficer@uhi.ac.uk

This privacy statement relates to the following process:

Responding to requests for the 'parents' guide' for potential international students
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Your information will be used for the following purposes:

1. To respond to and complete your initial request for a copy of the guide
2. To assist with ongoing queries and relationship management

Our legal reason for using the data is/are:

- You have given consent for the use.

Data retention

Your data will be retained for the following length of time:

One year from the end of the academic year in which you requested a copy of the guide

Rights of data subjects

The following rights are rights of data subjects:

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights [apply only in certain circumstances](#):

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data.